

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CS Foreign Language Maintenance Program

FROM:

Senior Training Officer
Deputy Director for Support

EXTENSION

NO.

DATE

3 February 1969

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1. The attached memorandum outlines the Language Maintenance Program which was recently started by the Clandestine Services. The Program was designed to afford CS officers an opportunity to improve speaking and understanding proficiency and has been opened to DD/S personnel to the extent that space is available. We expect that preference will be given to those persons who are projected for an overseas assignment within one year, although other requests may be accommodated if there is a need.

2. Form 73 should be submitted to this office (rather than through OTR channels) and should indicate requestor's proficiency in the language as well as preference for either morning or afternoon classes.

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S E C R E T

DDP/TRO 21 JAN 1969

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MEMORANDUM FOR: All CS Division and Staff Chiefs

SUBJECT : CS Foreign Language Maintenance Program

1. The CS Foreign Language Maintenance Program will commence on 27 January 1969 with the following languages:

Arabic	French	Japanese
Chinese	German	Russian
Czech	Italian	Spanish

It is planned to commence training in Pharsi and Polish in the immediate future. Instruction in other languages will be handled as requirements arise and instructors become available.

2. The Language Maintenance Program will be conducted before duty hours from 0730 to 0830 hours and after duty hours from 1730 - 1830 hours. Until further notice classes will be conducted twice weekly on Mondays and Wednesdays and Tuesdays and Thursdays. Frequency of classes may be increased later on if the program demands. In addition to 2 hours per week in a classroom situation, each class will meet with its instructor at least once each week informally in one of the dining rooms during the luncheon period.

3. Emphasis in the Language Maintenance Program will be on improving the speaking and understanding proficiency of participants through use of text books, current periodicals in the language, films and other training media as may be acquired.

4. This is not a language training program for beginners. Basic instruction in a foreign language will continue to be handled by OTR/LTS. Participants in this program are required to have reached at least an elementary level of speaking and understanding in the hard or esoteric languages, Arabic, Chinese, Czech, Russian and Japanese and elementary plus or intermediate level in the world languages, French, Spanish, Italian and German.

S E C R E T

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5. In order to permit optimum opportunity for classroom discussion, each class will be limited to 6 students. To ensure meaningful and professional instruction, an attempt has been made to obtain instructors with the highest proficiency. It should be noted that all instructors are from within the DDI and DDP, most of whom have teaching experience.

6. It is understood that participants may be absent occasionally because of illness or for operational or official reasons. In view of the requirement to upgrade the foreign language capability of the CS plus cost and general management considerations, attendance will be monitored. Enrollment or withdrawal from the program will be requested by the sponsoring component. Instruction will be continuous or open-ended, that is, there will be no terminal point in the instruction. As appropriate, participants are encouraged to arrange for language proficiency tests with OTR to measure their progress in the program.

7. Addressees will be instructed during the week of 20 January 1969 relative to participant's class schedules, room number and name of instructor.



DDP/TRO

25X1

Distribution:

All Division and Staff Chiefs
All Division and Staff Training Officers

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